



Santa Rosa County Development Services



Beckie Cato, AICP
Planning and Zoning Director

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Public Service Director

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Building Official

Requirements for Mobile Home Installation

Block and Tie Down Permit (Includes Zoning Fee)	\$85.00
(This does not include the fire or road impact fees)	
Electrical Permit	\$44.00
Mechanical Permit.	\$44.00
Gas Permit.	\$44.00
Plumbing Permit.	\$44.00

****Only Zone II and Zone III Mobile Homes are allowed in Santa Rosa County****

Mobile homes must be blocked and tied down by a licensed mobile home installer; however a mobile home owner may purchase the permit provided they provide the contractors licensing information.

The following documentation must be submitted in order to obtain permits:

1. Completed Application
2. Septic Tank Permit or existing septic tank release letter from the County Health Department, or a copy of your sewer tap receipt. Milton Environmental Health – (850) 983-5275.
3. Water Tap Receipt from the company providing water service.
4. If you live in one of the fire districts listed below a fire impact fee is required to be paid and documentation of the payment is required before a permit can be issued.
 - a. Avalon Fire District- (850)994-4445 (Must make an appointment)
 - b. Holley/Navarre Fire District- (850)939-5236
 - c. Midway Fire District- (850)934-4765
5. A plot plan will be required showing the location of the mobile home, in relation of the property lines, road and driveway location, and any other structures located on the parcel of land.
6. A scale drawing of all pier block locations, foundation or footer dimensions.
7. A Soil Load Bearing capacity at the installation site (A compaction test)

Santa Rosa County Public Service Complex
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583

www.santarosa.fl.gov

Office: (850) 981-7000

Inspections/Compliance Division Fax: (850) 623-1208 • Planning/Zoning Division Fax: (850) 983-9874 • Commercial Review Fax: (850) 623-1381

8. One copy of the pertinent pages from the installation manual or the original installation manual.
 9. If the property be located within designated flood prone area a Certified Elevation Certificate will be required after the Mobile Home is situated on the property.
 10. Mobile Homes constructed after July 13, 1994, must be identified for Zone II or Zone III classification on the data plate, deed or title. The inspector will need to enter the mobile home to verify this classification.
 11. The inside electrical panel cover will need to be removed for this inspection.
 12. Owners of the Mobile Home can purchase the block and tie permit, but a Licensed Mobile Home Installer must perform the block and tie and their license information must be listed on the application.
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BEFORE ELECTRICITY WILL BE RELEASED FOR MOBILE HOMES

The final Block and Tie Down, the final Electrical, and the final Plumbing Inspections must pass. Call the Santa Rosa County Development Services at 850-981-7000 to request inspections. Please schedule all inspections together to be inspected at one time. If the inspections are not called in all at one time the inspection will be conducted only after all the inspections have been requested.

Stairs, handrails and/or guardrails MUST be installed.

The final Engineering inspection (Driveway) must pass. Call Santa Rosa County Road and Bridge Department to request an Inspection (850) 626-0191.

The final Septic Tank permit approval must be received at the Building Inspection Department. Call the appropriate Health Department to request that the approvals be sent to the Santa Rosa County Building Inspection Department.

Property Information

Property Owner: _____

Job Address: _____

Parcel Number: _____

City: _____ Zip: _____

Owner Phone Number: _____

Owner E-mail: _____

Mailing Address for Property Owner: _____

City: _____ State: _____ Zip: _____

Driving Directions to Site From Public Service Complex (6051 Old Bagdad Hwy, Milton):

Job Information

Is this a corner lot? ☐ Yes ☐ No

Name public water provider: _____

Year of MBH construction: _____

Length: _____ Width: _____

Number of Bedrooms: _____ Bathrooms: _____

Will the MBH installer be responsible for the
Plumbing Permit? ☐ Yes ☐ No

- Mobile Homes are identified by a sticker from the Department of Housing and Urban Development (HUD).
- Recreational Vehicles (RV's) are not allowed in Santa Rosa County for permanent residence. RV's are identified by a sticker from the Department of Transportation (DOT).
- Modular Homes are identified by a sticker from the Department of Community Affairs (DCA). HUD Homes and DCA Homes are distinctively different units. For permits for DCA Homes, please use the Residential Building Application.

Driveway

Is the road: ☐ County Paved ☐ County Dirt ☐ State ☐ Private ☐ City

Is the driveway: ☐ New ☐ Existing

What is the end of the driveway type: ☐ Culvert ☐ Swale ☐ Curb & Gutter ☐ Flat

Looking from the road toward your property, where is the driveway located?

Front ☐ Right ☐ Left ☐ Center **Side** ☐ Right ☐ Left ☐ Center ☐ Circle Drive

Disclosure

2011 Florida Statutes 320.8249: (1) Any person who installs a mobile home shall obtain a mobile home installers license from the Bureau of Mobile Home and Recreational Vehicle Construction of the Department of Highway Safety and Motor Vehicles pursuant to this section. Said license shall be renewed annually, and each licensee shall pay a fee of \$150.

2011 Florida Administrative Code, Rule 15-C-2.0073: (1) Installers License required. No person may perform manufactured/mobile home installation unless licensed by the department pursuant to Section 320.8249, F.S., regardless of whether that person holds a local installer's license or any other local or state license.

Time limitation of application: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

Conditions of the Permit: Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days.

Contractor

Applicant: _____

Installer License #: _____

Company Name: _____

Mailing Address: _____

Phone #: _____

City: _____ State: _____

Fax #: _____

Zip: _____

Email Address: _____

Signature of Qualifier: _____

By signing you acknowledge the Disclosure above.

If you are an owner who would like to pull your own permit please fill out the Owner/Building Disclosure form.

1. Santa Rosa County Ordinance # 98-17, Land Development Code, Article 6.05.07 (N)

Skirting: Skirting is required around the base of all mobile homes between the ground and bottom of the structure. Skirting shall be installed after all required inspections are conducted. A two (2) week period will be allowed after the inspections for the installation of skirting and will be verified by code enforcement.

2. Santa Rosa County Ordinance # 98-17, Land Development Code, Article 2.06.01

Penalties: Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resist the enforcement of any of the provisions of this ordinance shall be punishable as a misdemeanor and fined accordingly (upon conviction, be fined up to \$500.00 or imprisoned for not more than sixty (60) days, or both, and in addition shall pay all costs and expenses involved in the case). Each day a violation exists shall constitute a separate offense. Nothing herein contained shall prevent Santa Rosa County from taking such other lawful action as is necessary to prevent or remedy any violation, including, but not limited to, civil action for injunctive relief.

3. State of Florida Administrative Code 15C-1.01031

Installation Standards for HUD Manufactured Homes and Park Trailers in Exposure "D" Areas: All HUD manufactured homes and park trailers constructed after July 13, 1994, that are located in Exposure "D", Wind Zone II or Wind Zone III, shall have a data plate affixed in the home by the manufacturer as proof that the home meets the design standards. In flood prone areas the foundation shall comply with the requirements set forth in the manual, Manufactured Home Installation in Flood Hazard Areas, FEMA 85/September 1985, published by the Federal Emergency Management Agency (FEMA) and hereby incorporated by reference. All installations of mobile/manufactured homes shall be performed by either a licensed installer, dealer installer or manufacturer installer.

Date _____

Homeowner's Signature _____

Mobile/Manufactured Home Installation InformationInstallation Manual ☐15C-1 (State Manual) ☐

Manufacture's Name: _____

Roof Zone _____ Number of Sections _____ Wind Zone _____

Year _____ Serial Number _____

Site Preparation

Debris and Organic Material Removal _____ Compacted Fill _____ Page #: _____

Water Drainage: Natural ☐ Swale ☐ Pad ☐ Other ☐ Page #: _____**Foundation**Load Bearing Soil Capacity: _____ or Assumed 1000 PSF ☐ Page #: _____Footing Type: Poured in Place ☐ Portable ☐ Size and Thickness _____ Page #: _____I-Beam or Mainrail Piers: Single Tiered ☐ Double Interlocked ☐ Page #: _____

Size of Piers _____ Placement On _____ Page #: _____

Perimeter Pier Blocking: Size _____ Placement On Center _____ Page #: _____

Ridge Beam Support Blocking: Size _____ Number _____ Location _____ Page #: _____

Ridge Beam Support Footer: Size _____ Number _____ Location _____ Page #: _____

Blocking

Centerline Size _____ Number _____ Location _____ Page #: _____

Special Pier Blocking Require: (Fireplace, Bay Window, Etc) Yes ☐ No ☐ Page #: _____Mating of Multiple Units: Mating Gasket Yes ☐ No ☐ Type Used _____ Page #: _____**Fasteners**

Roofs Type and Size _____ Spacing _____ O/C _____ Page #: _____

Endwalls Type and Size _____ Spacing _____ O/C _____ Page #: _____

Floors Type and Size _____ Spacing _____ O/C _____ Page #: _____

Anchors

Type _____ 3150 Working Load _____ 4000 Working Load _____ Page #: _____

Height of Unit: (Top of Foundation or Footer to Bottom of Frame) _____ Page #: _____

Number of Frame Ties: _____ Spacing _____ O/C Angle of Strap _____ Degrees _____ Page #: _____

Number of Sidewall Anchors _____ Zone II _____ Zone III _____ Page #: _____

Number of Centerline Anchors _____ Number of Stabilizer Devices _____ Page #: _____

Vents Required for Underpinning (1SF/150 SF of Floor Area) _____ Page #: _____

Number of Longitudinal Ties _____ Page #: _____

Santa Rosa County
Building Inspection Department

Soil Load Bearing Test

Street Name _____

? _____
X STREET SIDE ? _____
X X ? _____
X

- Test the perimeter of the home at six (6) locations.
- List the value beside each question (?) mark.
- Take the reading at the depth of the footer.
- Using 500lb increments, take the lowest reading and round down to that increment (Record this reading below)

PERIMETER REAR OF TRAILER

? _____ ? _____ TEST LOCATIONS ? _____
X X X

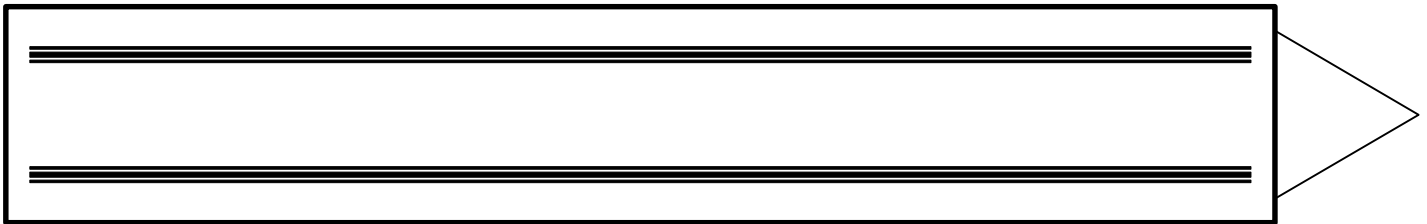
This Site Rounded Down to: _____ PSF

Building Permit No. _____ Date: _____
Applicant: _____ Phone _____
Property Address _____
Dealer/Installer Name _____
License Number _____ Installation Decal Number _____
Signature of Person Performing Test _____
Printed Name of Person Performing Test _____

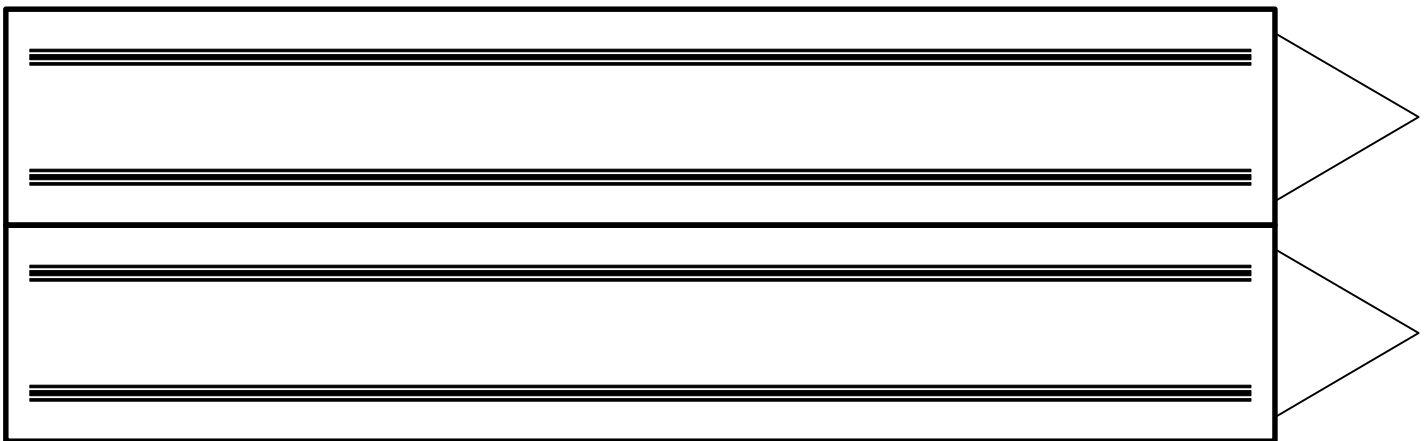
Mobile/Manufactured Home Pier and Anchor Plan

(Must be submitted with Manufacturer's Specifications for all new homes and those used homes where the manufacturer's specifications are to be used.)

Singlewide



Doublewide



Anchor



Pier



Show each pier and anchor location, with maximum spacing and distance from end walls, as required in the Manufacturer's Specifications. Any special pier footing required (over 16 X 16 inches) shall be noted separately with required dimensions per the manufacturer's specifications. To determine footing size and spacing, a maximum soil bearing capacity of 1,000 lbs/ sq. ft. shall be used. Pier footings to be poured-in-place must be inspected by the Building Department prior to pouring.